Step 1: To access the login page select the **Wallet** icon. Select the button **"Click here to begin our user setup process"** to create your PARENT USER ACCOUNT.
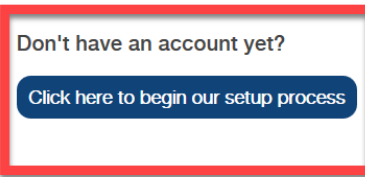

Step 2: Your new PARENT USER ACCOUNT login will be your email address and a unique password created by you. Select the "Next" button to continue on to the next step in the process. Remember to agree to the Terms of Service.

Step 3: Enter information about yourself regarding your PARENT USER ACCOUNT then press the "Next" button

Account Registration
Add additional account information

Registration Progress: Step 2 of 5

Fields marked with a * are required.

First Name*	Steve
Last Name*	Smith
Primary Phone*	(952) 555-5555
Phone Type*	○ Mobile Phone ○ Home Phone ⦿ Work Phone
Address 1*	123 Elm Street
Address 2	
City*	Somewhere
Country*	United States and Minor Outlying Is ⌄
State*	Minnesota ⌄
Zip*	55555

Enter information about you to create a User Account

Next ⬅ **Select Next**

Congratulations! You have just created your PARENT USER ACCOUNT

Step 4: Optional – Register your Account. The email will be from **SmartSchoolK12@Wordwareinc.com.** Enter your code and Select Next. If you skip this step your login will expire in 30-days and will need to be re-activated.

Account Registration
Confirm your email address

Registration Progress: Step 3 of 5

We have sent a confirmation code to your email! Please open this email and copy the code into the form below. If you do not complete this step now you will have 30 days to confirm your email or your account will be temporarily disabled.

Not seeing any email? Please try resending it. If you still do not see the email, please call 800-934-2621, Monday through Friday, 8:00 a.m to 5:00 p.m. Central Time or email us at techsupport@wordwareinc.com

Confirmation Code

Next   Skip this step

Step 5: Connect your user account to your student(s).   We recommend you do not Skip this step.

There are two methods for you to "**Add a person**" to your PARENT USER ACCOUNT:

Option 1: If the school has sent you a 16 digit key, then select the box that says **"Yes, I have a key"** to continue.
Option 2: If the school did not send you a 16 digit Key, select the box that says **"No, I do not have a key"** to continue.
Please look up your student's **Student ID#** and **Data of Birth** to use this option

Account Registration
Add a student or family member

Registration Progress: Step 4 of 5

Yes, I have a key: If you already have a student/any students enrolled in the school a Registration Key has been created and has been sent to you already. Select this option and enter the Registration Key. The system will automatically create your Family (household) Account and connect student Member Profiles.

No, I do not have a key: Take me to more options for finding or creating an account.

Yes, I have a key

+ Connect to your account

No, I do not have a key

+ Continue without key

Skip this step

Step 6: Add your student(s) to your user account. On this is the page, enter the Student ID# and Birth date for your student. Select "**Link Family"** once you have entered this information. If you have more than 1 student, the system **will try** to link all your students at the same time. If the system is unable to link you to all your students, you will need to repeat this step for each student in your household.

SmartSchoolK12

Family Account
Link an account by student ID and birth date

Please complete the form below and click 'Finish' to link your account.

Fields marked with a * are required.

Student ID*   123456

Birth Date*   06/01/2004

Link Family

Need help finding this information?

Check your school's Student Information System If you are not sure what the Student ID# number is for your student

Step 7: Optional – Create a Payment Method. This step allows you to create a payment method before you make any purchases on this site. Note, your school may only have the Credit Card option for payment method.

Account Registration
Add your primary funding source

Registration Progress: Step 5 of 5

We highly recommend setting up a funding source now. You will be able to use this funding source on any of the SmartSchoolK12 applications. SmartSchoolK12 does not store your credit card or bank account number, we only store a tokenized reference to your account that can be used through our secured gateway.

Please select funding source type

Credit Card   Bank Account

Skip this step

Step 8: Congratulations!   You have now added your students to your PARENT USER ACCOUNT. You only need to complete this process once to link your PARENT USER ACCOUNT to your students.   Select either the "Go" button or the Icon of the application you wish to access and begin a registration or make a purchase

SmartSchoolK12

Sports		Go
Store		Go
Checkout		Go

+ Add a person